To
The Section Officer,
Home (SC.A) Department,
A.P.Secretariat,
Hyderabad.

Madam,

I am going to attend my sister's marriage, I request you to kindly grant me one day leave i.e., on 06.06.2015.

Thanking you madam,

Yours faithfully,

(CH.LAKSHMIPRIYA)
D.E.O.